

MYONGJI UNIVERSITY

APPLICATION GUIDELINE FOR 2025 FALL EXCHANGE PROGRAM

- ✓ **Courses offered in each semester are subject to change without prior notice**
- ✓ On-campus dormitory in Seoul is currently not available.
Information about off-campus housing can be found at : international.mju.ac.kr
- ✓ Each student is required to choose his/her study track according to his/her own language proficiency.
- ✓ Course registration : Tutorial on how to register for courses will be distributed in January/July.



Contact Information

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Application Information

① Fall Semester

- ☐ Nomination Period : May 1 - 31
- ☐ Application Period : May 1 - 31

* We do not accept separate nominations via email. Students need to submit a Nomination form when they submit their application.

② Spring Semester

- ☐ Nomination Period : October 31 - November 30 (*may change*)
- ☐ Application Period : October 31 - November 30 (*may change*)

* We do not accept separate nominations via email. Students need to submit a Nomination form when they submit their application.

Academic Information

① Fall Semester

- ☐ Mandatory Orientation : 27.08.2025 ~ 28.08.2025 (*may change*)
- ☐ Beginning of Term : 02.09.2025
- ☐ End of Term : 12.12.2025
- ☐ Leave Date : Before 12.01.2026 (for one semester students)

② Spring Semester

- ☐ Mandatory Orientation : 25.02.2026 ~ 26.03.2026 (*may change*)
- ☐ Beginning of Term : 03.03.2026
- ☐ End of Term : 12.06.2026 (*may change*)
- ☐ Leave Date : Before 12.07.2026 (for two semesters students) (*may change*)

Qualifications

Students must:

- ① Be officially nominated by the home university and completed at least one academic year in the home university.
- ② Choose the program depending on their language proficiency:
 - ☐ **ENGLISH TRACK** : TOEFL IBT 70 or above (or IELTS 5.5, TOEFL ITP 527, TOEIC 750) OR proved by the home university for an excellent level of English language skills
 - ☐ **KOREAN TRACK** : TOPIK Level 3 or up
 - ☐ **CHINESE TRACK** : Students whose mother tongue is Chinese
- ③ Be a non-Korean national

Application Procedure

Contact Home University	Students should contact the international office of his/her home university to start the application procedure.
▼	
Receive Instruction from Home University	Home university's international office should instruct students who have chosen MJU as an exchange destination to start the online application process (international.mju.ac.kr)
▼	
Complete your Online Application	Students must complete the application form at http://international.mju.ac.kr . Check below for the required documents when applying.
▼	
Gets accepted by MJU	MJU will Issue the Certificate of Admission, Letter of Acceptance, and other related materials by late December-early January (for the Spring semester) and late June-early July (for the Fall semester).
▼	
Apply for visa	Students must apply for the visa as soon as they receive the Certificate of Admission, Letter of Acceptance, and Certificate of Business Registration.
▼	
Purchase the Flight Ticket	Students should purchase the flight ticket after they receive the visa since it is not guaranteed that they will get a visa in time.
▼	
Purchase the Travel Insurance	Students must purchase and send us travel insurance that covers from the day of the departure to Mid-April (for the Spring semester) and to Mid-October (for the Fall semester).
▼	
Apply for KLEC (if applicable)	Students who wish to take additional intensive Korean courses must apply on their own and pay an additional fee for the courses.

VISA

- ❖ Visit the nearest Korean embassy/consulate at the earliest date possible to apply for a student visa once you receive the <Letter of Acceptance>, <Certificate of Admission>, and <Certificate of Business Registration>.
- ❖ Make sure you contact the embassy/consulate in advance to find the required visa documents.
- ❖ Respective Korean embassy/consulates have sole discretion on the issuance of a visa, and Myongji University is not in a position to offer any support in this regard. It may take over three months in certain countries, or different documents may be required depending on the country.
- ❖ Please DO NOT purchase your plane ticket until you obtain a visa, since there is no 100% guarantee that your visa will be issued in time.

※ If you visit Korea **after** receiving your D-2-6 visa and **before** the start of your Exchange Program, DO NOT USE D-2-6 visa for tour. * Please note that D-2-6 Visa is a **SINGLE ENTRY VISA**

※ When you arrive in Korea for your exchange program, you cannot leave the country until you receive your ARC (until around end of April for Spring semester and around end of October for Fall semester)

Required Documents (OECD Countries)

All documents should be uploaded as a PDF, except for the ID photo, which should be a JPG.

The documents below are documents needed for applying to Myongji University.

You may need to prepare additional documents for applying for the visa.

No.	Document	Information
1	Online Application (international.mju.ac.kr)	
2	Passport copy	-A copy of the first page of the passport -The Code below MUST be visible -Your passport must be valid for at least one year beyond the end date of the exchange program.
3	Identification copy (valid in your home country)	i.e., driver's license, residence card, student card - Must include student's name and date of birth
4	Guardian (Parental) Consent Form	
5	Nomination Form	By International Office coordinator, professor, academic advisor, or Dean/Director responsible for the exchange program
6	Official Transcript in English (with total average GPA)	
7	Certificate of Enrollment in English	<u>No need for an apostille</u>
8	TOPIK, TOEFL, IELTS test report	if applicable
9	Bank balance statement of a minimum \$5,000 (for 1-semester exchange students) (\$10,000 for 2-semester exchange students)	- Either of the applicant himself/herself or his/her legal guardians. - Submission of the document to prove the parent-child relationship in case of the latter. - Screenshots are NOT allowed. Only official documents from the bank are accepted.
10	Colored ID Photo(JPG)	-An ID photo taken at a photo studio ONLY *Photos taken with mobile phones are not accepted. -MUST be white background (3.5cm×4.5cm) -Bring 2 photos with you to Korea.
AFTER BEING ACCEPTED <u>An email will be sent for students to submit the following documents</u>		
11	Copy of Certificate of Travel Insurance purchased in your home country	- The insurance should be effective from the day of your departure for approximately 90 days. (Once you register for an official ID card, you will be automatically subscribed to the Korean National Health Service. You are required to be covered under private insurance until your registration in Korea.
12	Flight ticket and information	

OECD Countries :

AUSTRALIA / AUSTRIA / BELGIUM / CANADA / CHILE / COLOMBIA / COSTA RICA / CZECH REPUBLIC / DENMARK / ESTONIA / FINLAND / FRANCE / GERMANY / GREECE / HUNGARY / ICELAND / IRELAND / ISRAEL / ITALY / JAPAN / LATVIA / LITHUANIA / LUXEMBOURG / MEXICO / NETHERLANDS / NEW ZEALAND / NORWAY / POLAND / PORTUGAL / SLOVAK REPUBLIC / SLOVENIA / SPAIN / SWEDEN / SWITZERLAND / TÜRKIYE / UNITED KINGDOM / UNITED STATES

Required Documents (non-OECD Countries)

All documents should be uploaded as a PDF, except for the ID photo, which should be a JPG.

The documents below are documents needed for applying to Myongji University.

You may need to prepare additional documents for applying for the visa.

No.	Document	Information
1	Online Application (international.mju.ac.kr)	
2	Passport copy	-A copy of the first page of the passport -The Code below MUST be visible -Passport must be valid at least one year after the end of the exchange program.
3	Identification copy (valid in your home country)	i.e., driver's license, residence card, student card -Must include student's name and date of birth
4	Guardian (Parental) Consent Form	
5	Nomination Form	By International Office coordinator, professor, academic advisor, or Dean/Director responsible for the exchange program
6	Official Transcript in English (with total average GPA)	
7	Certificate of Enrollment in English	Nationals of non-OECD member countries: Must be certified by the Korean Embassy for Consular Confirmation or be attached by Apostille, issued by the competent authority
	For Chinese students only (Submit ENGLISH version)	In accordance with the new regulation of the Ministry of Education in Korea, required for students holding Chinese citizenship to submit 在线验证报告. Can be issued from http://www.chsi.com.cn
8	TOPIK, TOEFL, IELTS test report	if applicable
9	Bank balance statement of a minimum \$8,000 (for 1-semester exchange students) (\$16,000 for 2-semester exchange students) ※ This document is required for admission to Myongji University's exchange program. However, please note that the visa requirements, including financial documents, may vary depending on the standards set by the Korean consulate or embassy processing your visa application. Please kindly note that documents required by the Korean Embassy/Consulate for the visa may differ from those listed here.	- Either of the applicant himself/herself or his/her legal guardians. - Submission of the document to prove the parent-child relationship in case of the latter. - Screenshots are NOT allowed. Only official documents from the bank are accepted.
10	Colored ID Photo(JPG)	-An ID photo taken at a photo studio ONLY *Photos taken with mobile phones are not accepted. -MUST be white background (3.5cm×4.5cm) -Bring 2 photos with you to Korea.
AFTER BEING ACCEPTED An email will be sent for students to submit the following documents		
11	Copy of Certificate of Travel Insurance purchased in your home country	- The insurance should be effective from the day of your departure for approximately 90 days. (Once you register for an official ID card, you will be automatically subscribed to the Korean National Health Service. You are required to be covered under private insurance until your registration in Korea.
12	Flight ticket and information	

Information about Apostille / Consular Confirmation

Official Certificate of Enrollment must be certified by the Korean Embassy for Consular Confirmation or be attached by Apostille, issued by the competent authority.	
1. Students applying from a country that is a party to the Apostille Convention: Must request the competent authority to issue the Apostille, which is then to be attached to your document. ※Please contact the Ministry of Foreign Affairs and Trade for related inquiries	
2. Students applying from a country that is not a party to the Apostille Convention: Must have their high school diploma certified by the Korean embassy in your city/country of residence or the respective embassy/consular in Korea for Consular confirmation.	

Course Registration

* The courses for the 2025 Fall semester may change due to various reasons.

There are two campuses: Seoul and Yongin (divided by faculty).

Students will first choose the program track (English, Korean, or Chinese) depending on their language proficiency, and depending on the chosen track, they will choose the faculty (students cannot choose courses outside their language track):

※ All Students must take a minimum 12 to maximum 17 credits per semester.

* Last Updated: 2025.03.19.

KOREAN TRACK	
Eligibility	TOPIK 3 or higher
Major	Students Can Choose Any Major
Campus	Depending on the Chosen Major
Courses	Any Courses (all delivered in Korean)
Colleges and Majors in Seoul/Yongin campus can be found: Here	

Courses for International students in Korean (ONLY FOR KOREAN TRACK STUDENTS)		
Campus	Major	Courses (Credits)
Seoul Campus	Elective	<ul style="list-style-type: none"> - Basic Spanish (3) - Fundamental Computer Application for Foreign Students (3) - Understanding of Korea Society for Foreign Students (3) - Contemporary History of Korea for Foreign Students (3) - Korean Culture for Foreign Students (3) - Intermediate Korean 1 (TOPIK 3) (3) - Intermediate Korean 2 (TOPIK 3) (3) - Advanced Korean 1 (TOPIK 4 or over) (3) - Advanced Korean 2 (TOPIK 4 or over) (3) - Korean 1 (TOPIK 3 ~ TOPIK 4) (2) - Korean 2 (TOPIK 3 ~ TOPIK 4) (2) - Korean 3 (TOPIK 4 or over) (2) - Korean 4 (TOPIK 4 or over) (2) - Korean Practice 1 (TOPIK 3 ~ TOPIK 4) (1) - Korean Practice 2 (TOPIK 3 ~ TOPIK 4) (1) - Korean Practice 3 (TOPIK 4 or over) (1) - Korean Practice 4 (TOPIK 4 or over) (1)
Yongin Campus	Elective	<ul style="list-style-type: none"> - Understanding Human and the Bible (2) - Korean 1 (TOPIK 3 ~ TOPIK 4) (2) - Korean 2 (TOPIK 3 ~ TOPIK 4) (2) - Korean 3 (TOPIK 4 or over) (2) - Korean Practice 1 (TOPIK 3 ~ TOPIK 4) (1) - Korean Practice 2 (TOPIK 3 ~ TOPIK 4) (1) - Korean Practice 3 (TOPIK 4 or over) (1) - Contemporary History of Korea for Foreign Students (3) - Korean Culture for Foreign Students (3)

*** Above courses are only for Korean Track students. However, the Korean Track students can also take other Korean-taught courses as well.**

ENGLISH TRACK		
Eligibility		TOEFL 70, IELTS 5.5, TOEIC 750, B1, CET6 480
Campus	Major	Courses (Credits)
Seoul Campus	Political Science & Diplomacy	<ul style="list-style-type: none"> - Practice of International Politics (3) - International Security (3) - Changes and Debates in International Relations (3) - International Political Economy (3) - International Ethics (3)
	Digital Media	<ul style="list-style-type: none"> - Media Literacy in Digital Age (3) - Research Method in Media (3) - PR Strategy (3) - Organizational Communication (3) - Business Communication (3)
	Public Administration	<ul style="list-style-type: none"> - Non-profit Organization (3) - Intro. to Public Administration (3)
	Business Administration & International Business and Trade	<ul style="list-style-type: none"> - Principles of Financial Management (3) - Strategic Management (3) - Case Study of Global Mgmt Strategies (3) - Principles of Marketing (3) - Corporate Finance (3) - Marketing Strategy (3) - Management of Financial Institutions (3) - Seminar on International Business (2)
	English Language and Literature	<ul style="list-style-type: none"> - Introduction to English Literature (3) - Intensive Course for English Composition (3) - British and American Drama (3)
	Elective	<ul style="list-style-type: none"> - Korean Language Conversation (Intro/Basic) - Korean Language Grammar (Intro) - Korean Language Application (Intro) - Korean Language Reading (Intro/Basic) - Asian International Relations (3) - Globalization and Social Change (3) - Understanding of International Development Cooperation (3) - Integrative Approach to Global Diversity: Society and Culture (3) - Understanding International Politics (3) - Introduction to Global Corporate Strategy (3) - Korean History and Culture (3) - Economy and Business of Korea (3) - Business and management (2)

Yongin Campus	Architecture	<i>Students should contact OIA first, before applying for Architecture</i>
	Global Smart Infrastructure Engineering	<p>*All courses are taught in English</p> <p><i>Admission to this major will be determined by the Engineering faculty upon reviewing the applicant's application. Please contact the professor before you begin your application process.</i></p> <p><Contact> Man-Woo Park, Ph.D. Professor, Department of Civil and Environmental Engineering mwpark@mju.ac.kr</p>
	Elective	<ul style="list-style-type: none"> - Korean Language Conversation (Intro) - Korean Language Grammar (Intro) - Korean Language Application (Intro) - Korean Language Reading (Intro)

CHINESE TRACK		
Eligibility		Chinese as a native language
Campus	Major	Courses (Credits)
Seoul Campus	Global Business	<ul style="list-style-type: none"> - 경영전략 经营战略 (3) - 국제경영 国际经营 (3) - 회계원리 会计原理 (3) - 재무관리 财务管理 (3) - 경영정보시스템 经营情报系统 (3) - 국제마케팅 国际营销 (3) - 인적자원개발론 人力资源开发论 (3) - 글로벌기업가정신과창업 跨国企业家精神与创业 (3) - 중국비즈니스전략 中国商业战略 (3) and more
	Elective	<ul style="list-style-type: none"> - Korean Culture for Foreign Students - Contemporary History of Korea for Foreign Students - Korean Language Conversation (Intro/Basic) - Korean Language Grammar (Intro) - Korean Language Application (Intro) - Korean Language Reading (Intro/Basic)
Yongin Campus	Open Major	<p><i>For students who only wants to learn Korean</i></p> <p><i>Students should contact OIA first, before applying for Open Major</i></p>
	Elective	<ul style="list-style-type: none"> - Korean Language Conversation (Intro) - Korean Language Grammar (Intro) - Korean Language Application (Intro) - Korean Language Reading (Intro)

KLEC Registration for Exchange Students

* Exchange students must apply for KLEC on their own. The international office does not do it for them.

Year	Semester	Course Dates(YYYY.MM.DD)	Registration and payment deadline
2024	Spring	2024.03.08(Fri)~2024.05.21(Tue)	2024.02.05(Mon)~08(Thu)
	Summer	2024.06.10(Mon)~2024.08.19(Mon)	2024.05.06(Mon)~09(Thu)
	Fall	2024.09.05(Thu)~2024.11.20(Wed)	2024.08.05(Mon)~08(Thu)
	Winter	2024.12.06(Fri)~2025.02.21(Fri)	2024.11.04(Mon)~07(Thu)
2025	Spring	2025.03.11(Tue)~2025.05.21(Wed)	2025.02.03(Mon)~06(Thu)
	Summer	2025.06.09(Mon)~2025.08.18(Mon)	2025.05.05.(Mon)~08(Thu)
	Fall	2025.09.04(Thu)~2025.11.19(Wed)	2025.08.04(Mon)~07(Thu)
	Winter	2025.12.08(Mon)~2026.02.20(Fri)	2025.11.03(Mon)~06(Thu)

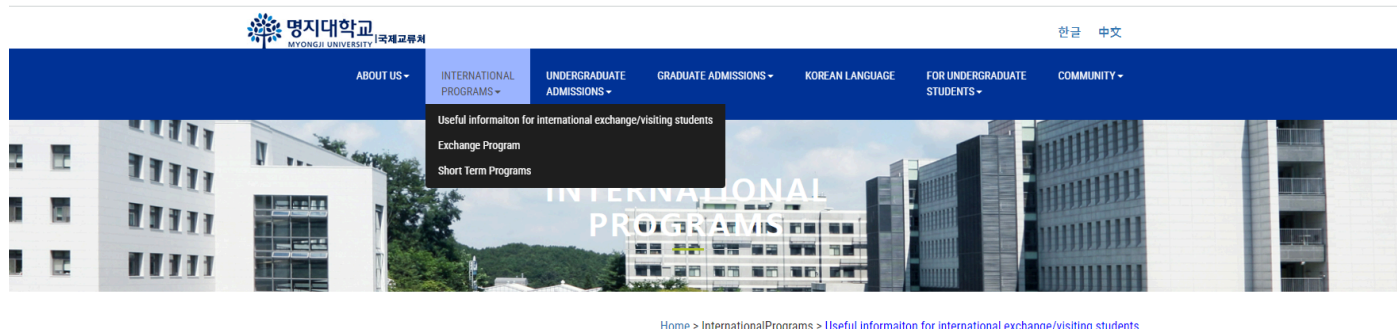
※ Dates are subject to change

- The Korean Language Education Center (KLEC) is available on both campuses. Composed of 4 Sessions, each session lasts for 12 weeks. Exchange students have the option to take:
 - <Coming at Spring Semester>
 - For the 1-semester student: Spring Session
 - For the 2-semester student: Spring, Summer, Fall Session
 - <Coming at Fall Semester>
 - For the 1-semester student: Fall Session
 - For the 2-semester student: Fall, Winter, Spring Session
- Each KLEC semester is 6 credits. Depending on your period of enrollment in KLEC, the number of credits you can register will change because the total cannot exceed 17 (total = KLI + Regular undergraduate). For example,
 - [Example Case 1]
 - If you take 1 semester of KLEC, which is 6 credits, the maximum number of credits you can register for undergraduate (major or elective) courses are 11, therefore.
 - [Example Case 2]
 - If you take 2 semesters of KLEC, which are 12 credits, the maximum number of credits you can register for undergraduate (major or elective) courses are 5, therefore.
- Spring and summer Session credits go to the Spring Semester, and Fall and Winter Session Credits go to the Fall Semester.
- Tuition : 20% tuition reduction for exchange students per KLEC semester.
- Detailed information can be found at: klec.mju.ac.kr
- Application Link : <https://forms.office.com/r/nWAEKSeFnF>
 The link will open ONLY during the application period.

Accommodations

Seoul

On-Campus Dormitory is currently not available at Seoul Campus.



USEFUL INFORMATION FOR INTERNATIONAL EXCHANGE/VISITING STUDENTS

More information on Off-Campus Dormitory can be found on the website every semester.

Website link: <https://enter.mju.ac.kr/>

MJU OIA Website > International Programs > Useful information for international exchange/visiting students

Yongin

<On-Campus Dormitory>

Room Type	Price + Deposit	To/from Univ.	Included
4-persons (Room w bathroom)	Around 850,000 KRW (Deposit: 30,000 KRW) Mandatory Meal Plan: - Option A (50 meals): 350,000 KRW - Option B (100 meals): 600,000 KRW - Option C (150 meals): 850,000 KRW	On Campus	Bed, desk, chair, dry rack, wireless internet, digital door lock, bathroom with a shower, shared kitchen, shared laundry room, shared dining room, etc.

Website <https://dorm.mju.ac.kr/dorm/index.do>

Address: 116, Myongji-ro, Cheoin-gu, Yongin-si, Gyeonggi-do,

Cultural Activities

Exchange students will receive a tuition waiver from Myongji University each semester they attend. All students are required to pay the student activity fee. This activity fee will not be refunded in any way after it has been paid.

<Student Activity Fee>

The student activity fee is **a mandatory fee** for all our incoming International exchange students that is collected by the Office of International Affairs on behalf of such student governing bodies as the International Students Outreach Club and International Students Association to support their activities.

What is included:

1. 2 cultural/historical events
(ex. Everland, Lotte World, Han River Cruise, Taekwondo, Kimchi Class, etc.)
2. Games Day – Transportation/lunch included (Fall Semester) OR World Food Festival (Spring Semester)
3. Transportation to the immigration bureau for fingerprint registration
4. Light refreshment on Closing Ceremony
5. Welcome Kit on Orientation Day
6. ARC ID Photo

<FAQ>

1. How much is the Activity Fee?
 - It varies each semester (approximately 130,000 ~ 200,000 KRW)
2. How do I make the payment?
 - Via **Flywire**. You need to pay through the link you can find at the end of the application website for us to start reviewing your application.
3. If I don't want to participate in certain activities, can I get a discount?
 - No, there are no discounts for not attending the activities.

Global Leader Internship Program

Program Overview

- **Internship Period:** One semester (Spring and Fall semesters)
- **Internship Hours:** Minimum **77 hours per semester** (flexible scheduling available)
- **Compensation:** Approximately **100,000 KRW per month** (based on hours and projects)
- **Certificate:** Official certificate issued by the **Dean of International Affairs** upon successful completion
- **Academic Credit:** Not eligible for academic credit

Key Responsibilities

As an intern, you will:

- ✓ Complete **at least 77 hours** of administrative office work per semester
- ✓ Manage **social media platforms (Instagram, YouTube)** to promote Myongji University and its international programs
- ✓ Plan and host **events** fostering interaction between international and Korean students
- ✓ Plan, shoot, and edit **promotional videos** showcasing Myongji University
- ✓ Provide assistance to **international students** with visa procedures and daily life matters
- ✓ Translate documents such as **brochures and guides** into English or other languages

Benefits of the Program

- ✓ Gain **hands-on experience** in international affairs and administrative work
- ✓ Develop skills in **event planning, content creation, and communication**
- ✓ Build a **global network** by engaging with students from diverse backgrounds
- ✓ Gain insights into **Korea's higher education system and international student support services**

Eligibility Criteria

Applicants must meet the following requirements:

- ✓ Currently enrolled in **Myongji University** (Bachelor's, Master's, or Ph.D. programs)
- ✓ Proficient in **MS Office** (especially **Excel and PowerPoint**)
- ✓ Able to use **at least one video editing program** (e.g., **Premiere Pro, CapCut, etc.**)
- ✓ Detail-oriented and capable of managing multiple tasks efficiently
- ✓ Experience in **content creation and social media management** is preferred
- ✓ Strong **interpersonal skills** and ability to work in a multicultural environment
- ✓ Able to communicate in **English (no official test score required)**

Application Process

Application Submission: To be announced

Application Deadline: To be announced

Contact: Office of International Affairs (mju_inbound@mju.ac.kr)